

STANDING RULES
of the
W. T. Woodson High School PTSO
October 2009

PART I: How do Standing Rules differ from Bylaws?

Standing Rules	Bylaws
<p>Standing Rules are a written set of procedures to put the Bylaws into effect.</p> <p>They are adopted to supplement and interpret the Bylaws; they are more flexible than but must not conflict with the Bylaws.</p> <p>They relate to the details of PTSO administration and are a guide for routine operations.</p> <p>They ensure the orderly transfer of duties from one administration to the next.</p>	<p>Bylaws contain the basic rules of the PTSO. They supersede all other local rules except the Articles of Incorporation.</p>
<p>Standing Rules generally are adopted individually as the need arises.</p> <p>A Standing Rule is adopted by a majority vote at any business meeting without previous notice and continues in force until it is rescinded or amended.</p>	<p>Bylaws are adopted when the PTSO is organized.</p>
<p>Standing Rules are amended by a two-thirds vote without previous notice or by a majority vote when prior notice has been given.</p>	<p>Bylaws cannot be amended without previous notice to the members and affirmative two-thirds vote.</p>
<p>A Standing Rule may be suspended for the duration of any session.</p>	<p>Bylaws cannot be suspended.</p>
<p>The Board may not adopt or change Standing Rules that impact General Membership meetings. The General Membership adopts its own meeting rules.</p>	

PART II: [blank]

PART III: Membership and Dues

A. Dues: The annual dues for the PTOS shall be \$15 per adult and \$5 per Woodson student.

B. Membership connected to School Discipline

1. If a student member is suspended by the School, the PTSO membership of such student shall be deemed automatically suspended, unless and until the School lifts the suspension.

2. If a student member is expelled by the School, the PTSO membership of such student shall be deemed automatically terminated, unless and until the School lifts the expulsion.

DRAFT

C. General Membership meetings

1. Shall be held in the School library on the second Tuesday of each month during the school year. If a major school event makes that date infeasible, the meeting shall be postponed one week. General Membership Meetings shall begin 7 P.M. and adjourn no later than 9 P.M.

2. Any member wishing to speak, make a motion, or debate shall first be recognized by the chair.

2. All motions shall be submitted to the Recording Secretary in writing.

D. Voting

1. Absentee

2. Electronic votes

PART IV: Duties of the Board of Directors/ Officers

A. Officer Meetings

1. Regular meetings of the Board shall be held at least once per month during the calendar year. Specific dates, times, and locations shall be determined by the Board.

2. Officers may participate and vote in a Board meeting through use of conference telephone, video conference, or similar communications equipment, so long as the Officers participating in such meeting can hear one another.

3. Any action required or permitted to be taken at a meeting of the Board may be taken without an in-person meeting if all Officers consent in writing or by electronic message to taking the action without an in-person meeting.

4. The Board shall reserve the right to vote on business via electronic vote. Only the President shall have the authority to call for an electronic vote and to establish the guidelines for that vote. Such votes shall have the same force and effect as a vote during a meeting of the Board. Results must be recorded in the minutes and ratified at the next in-person meeting at which a quorum is present.

5. Officers are expected to attend all regular and special meetings of the Board, assigned committee meetings, and General Membership meetings.

a. Failure to attend three consecutive Board meetings without good cause is grounds for removal from the Board.

b. If unable to attend a meeting, Officers shall notify the Recording Secretary as soon as possible.

c. Officers who fail to attend meetings or events for which a financial obligation has been made, without cancellation of reservations, will be billed for the cost.

d. Any Officer funded by the PTSO to attend workshops, conventions, or conferences, shall file a written report with the Board.

B. Officers - General Tasks

1. By a majority vote of the Board, approve the replacement to fill any vacant chairperson's position until the expiration of a term.

2. Approve the calendar of all major pending PTSO-related events.

3. Approve notices to be placed on the Website

DRAFT

4. Maintain a current Procedure book and at the end of the term of office each officer shall pass these books to the succeeding Officers, or to the Recording Secretary if no successor has been identified.

C. Officers - Specific Tasks. In addition the duties specified in Article V. Section 6 of the Bylaws, duties of specific Officers shall include:

1. President
 - a. Review the bank statement monthly, and sign off on the monthly bank reconciliation completed by the Treasurer, or ensure that an alternate Member approves the bank reconciliation in accordance with the requirements of the PTSO insurance policies
 - b. Act as Liaison to the Parent Advisory Council

2. First Vice-President
 - a. Conduct or oversee the collection PTSO membership dues and maintenance of a list of current members
 - i. Prepare materials for collecting and recording dues and donations
 - ii. After recording the data both on paper and in the on-line database, transfer all checks and cash to the treasurer
 - iii. Maintain list of names, e-dresses, phone numbers, and addresses of members. An online version of this list shall be accessible to the other officers and the Membership and Volunteer Chairs in a password-protected section of the PTSO website
 - b. Oversee the activities of the Volunteer Chair
 - c. Conduct liaison with and, when requested by the School, coordinate the activities of other W.T. Woodson High School parent groups, including but not limited to performing arts and sports booster groups, for such events as Back To School Night
 - d. Act as Liaison to the Cluster III Advisory Committee and as a second liaison to the Parent Advisory Council

3. Second Vice President
 - a. Arrange for use of School facilities for PTSO meetings and events
 - b. Oversee and coordinate the committees that undertake Fund-Raising
 - i. Review contracts and forward to the President for signature
 - ii. Gather information and establish a file on potential fundraisers
 - iii. Review fundraisers to assure all legal and ethical requirements are met
 - c. Act as Liaison to the Woodson Pyramid

4. Recording Secretary
 - a. In coordination with the school, prepare and maintain a calendar of all major pending events and insure a current calendar is maintained on the PTSO website.
 - b. Prepare notices to be placed on the Website
 - c. Accept, store, and re-issue all procedural binders maintained by Liaisons and Committee Chairs, insuring each binder includes at a minimum:
 - i. a copy of the Bylaws
 - ii. a copy of these Standing Rules
 - iii. a copy of the current PTSO budget

DRAFT

DRAFT

- d. Act as the PTSO Point of Contact for program presenters at General Membership meetings
 - i. Contact presenters and send confirmation message
 - ii. Arrange for Audio-visual equipment, etc., if needed
 - iii. Send thank you notes
- e. Minutes
 - i. Within one week following a Board or a General Membership meeting, submit draft minutes to the Board
 - ii. Approximately one week before a General Membership meeting, send the draft minutes from the previous meeting and the agenda for the next meeting to all officers, committee chairs, and liaisons.
 - iii. Within one week after a General Membership meeting, submit the approved minutes to the webmaster for posting on the website.
- f. Coordinated periodic Conflict of Interest reviews every year in ___(month in accordance with the Bylaws and current IR regulations and to ensure the PTSO operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status.

5. Treasurer

- a. Present a written financial statement to the Board monthly during the school year and at other times when requested by the Board;

6. Past President

PART V: Elections

A. Nominating Committee

- a. Shall be selected no later than March by the General Membership from among volunteers.
- b. Shall nominate an eligible person for each Officer position to the extent that volunteers are available
- c. Shall report electronically its slate of nominees to the Board no less than 7 days prior to the April General Membership meeting.

B. Slate of Nominees

- a. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- b. If more than one person is interested in a position, the Nominating Committee shall list each interested and eligible candidate and include a 100-word (or less) statement from each candidate to be presented to the General Membership
- c. The slate will be presented at the April meeting. No names may be accepted from the floor unless to fill a previously unfilled position on the slate.
- d. The slate shall be voted upon at the second to last regularly scheduled meeting of the school year.
- c. No names may be accepted from the floor unless to fill a previously unfilled position on the slate.

DRAFT

C. Voting

a. If the slate has more than one name for any position, the vote shall be held by secret/paper ballot and the Nominating Committee, assisted by the Principal or his/her representative, shall count the ballots. The winner of the office shall be determined by majority vote of those voting. If multiple members are running for the same office and no one member wins a majority vote, the two candidates winning the most votes shall have a run-off election between them

b. If the slate does NOT have more than one name for any position, voting shall be made by voice vote.

PART VI: COMMITTEES

A. General Duties.

1. PTSO committees are under the insurance, banking, and tax umbrella of the PTSO, and are also required to comply fully with the Articles of Incorporation, Bylaws, and Conflicts of Interest Policy of this Organization.

2. Duties of all Committee Chairs include but are not limited to:

a. Maintain a procedure book
b. Provide articles for the newsletter
c. Develop a plan of work to present to the Board for approval based on the bylaws, these standing rules, pass-down folders, minutes from previous meetings, and experience. At a minimum the Plan of Work shall include the following elements:

- i. Committee name
- ii. Committee member names, positions, name, e-dresses, and telephone numbers
- iii. Goals for the year
- iv. Activities to accomplish goals
- v. Funding Requests – what for and how much
- vi. Planned fundraisers - what and when
- vii. “Lessons Learned”: Advice for future committees

3. Committee Chairs, Co-Chairs, Sub-Committee Chairs, and Liaisons often hold more than one PTSO Chair or Liaison position. If so, they may only vote once.

4. Funding

a. Requests for PTSO funding must be delineated in advance and submitted in August in order to be considered in the budget approval process as the first General Membership Meeting of the school year

b. All fundraising ideas *must* be cleared long in advance by the Board, who will coordinate both the activity and the timing with other Woodson groups.

c. With the exceptions of the Cavalier Cruise and Scrip, no other Committee or Liaison may obligate or commit PTSO funds in excess of \$300 without specific advance approval of the Board.

B. Standing Committees and Responsibilities **Who does what, when, how?**

1. Advocacy

a. Track items pending before the School Board that have special interest to the Woodson community

DRAFT

b. Keep the PTOS Board informed of the status of these items, especially noting **any potential boundary changes that might affect Woodson or its feeder schools**

c. Brief the General Membership on any matter the Board feels the PTSO should take a position, as stated in the Bylaws

d. Draft letters and/or testimony to reflect the position of the PTSO

2. Awards and Recognitions

a. Staff

i. Teacher Appreciation

b. Students

Criteria for receiving, when given, etc.

3. Baccalaureate

a. Coordinate with students and staff to provide an inspiring, religious, but non-denominational service held in the School auditorium the Sunday afternoon before commencement for the graduating seniors and their guests

b. Secure a speaker

c. Work with the Woodson Administration to ensure special accommodations are provided to those students and guests who request them

d. Arrange for flowers and other decorations

e. Arrange for a photographer

4. Cavalier Cruise (All Night Graduation Party)

a. Coordinate a memorable, safe, drug and alcohol free All Night Party in June for the students who have graduated earlier that day

5. Communications. The PTSO communicates with its members over the Internet whenever feasible. This Committee has four subcommittees with four co-chairs:

a. PTSO Webmaster

i. Maintain the PTSO website

ii Maintain the PTSO database

iii Transmit messages to the e-dresses contained in the PTSO database as directed and authorized by the President.

b. Student Directory – prepare and publish annually before Back to School Night

c. WE-Mail Editor – Prepare a weekly concise summary of news, such as results of sports competitions and a list of times, dates, and locations of coming events. This message will be transmitted via the official Keep In Touch system and then be posted on the website until the following week.

d. Newsletter Editor

i. Prepare, publish and arrange for mailing one paper newsletter a year in late August.

ii. Prepare monthly newsletters to be sent via e-mail and posted on the PTSO website throughout the school year. These newsletters contain longer and more enduring information than is transmitted via WE-mail.

6. Community Coalition for Health and Safety

DRAFT

DRAFT

7. Funding Requests

- a. Solicit, collect, and collate funding requests from Woodson teachers and other staff and form Woodson students and parent groups
- b. The second week of October and March, present the collated list to the PTISO officers and School Principal for their review and refinement.
- c. Present the funding recommendations to the October and March meetings of the PTISO.

8. Fundraising. This Committee has several subcommittees each headed by a Fundraising Co-Chair. The fundraising subcommittees include but shall not be limited to:

- a. Book Sales (Back To School Night, Spring Awards Night, online)
- b. Bricks
 - c. Mock College Exams
- d. Spring Fundraiser
 - e. Scrip sales

9. Hospitality. Coordinates among volunteers to provides refreshments for the following activities:

- a. Volunteers at the “Packet Stuffing” event in August
- b. Custodian and bus driver recognition - once a year in the fall.
- c. Teacher Appreciation Luncheon in the spring
- d. Parent Coffees
- e. Other events when requested by the School Principal

10. Special Education

11. Volunteer Coordinator

C. Special Committees

1. Bylaws
2. Nominating

D. Liaisons to Other Groups

1. Liaisons to other committees and organizations shall be assigned by the President from among current PTISO officers and Committee Chairs.

2. In order to understand the PTISO and present information to both groups, such liaisons are expected to attend both regular PTISO meetings the meetings of the other group on a regular basis. If a liaison is unable to attend a meeting of the other group, the liaison should first try to find an alternate from among the Officers and Committee Chairs, but failing that, will notify the Recording Secretary as soon as possible.

3. When acting as the PTISO Liaison to another group, Liaisons are expected not to advocate just for their own child or present their personal views but rather to present the viewpoint of the PTISO. When a Liaison *is* presenting a personal opinion, or acting in a role other than as the PTISO rep, that fact is to be made clear to the other group.

4. Liaisons shall transmit to the President, Vice Presidents, and Recording Secretary a summary of information presented at the meetings at which they represent the PTISO within

DRAFT

- 48 hours of the meeting. The summary shall include recommended actions by the PTSO; e.g.
- a. No action required
 - b. Information for the Newsletter
 - c. Information for the WE-Mail
 - d. Urgent information deserving a special e-mail to the PTSO e-dress list
 - e. Topic on which the General Membership should discuss, debate, and possibly take an official position as described in the Bylaws.
5. Committees and Organizations to which the PTSO currently sends liaisons
- a. Cluster III Advisory Committee (PTSO President and/or 1st Vice President)
 - b. Parent Advisory Council (PTSO President and/or 1st Vice President)
 - c. Woodson Pyramid

E. Representatives from Other Groups

1. Committees and Organizations that are stand-alone groups, independent from the PTSO, are neither restricted nor covered by PTSO bylaws, insurance, banking, and tax provisions. Committees and Organizations that send Representatives to the PTSO include:
 - a. Athletic Boosters
 - b. Band
 - c. Chorus
 - d. Crew
 - e. DECA
 - f. Drama
 - g. ESOL
 - h. Frost-Woodson
 - i. Orchestra
 - j. School Principal and other staff and teachers as the School may designate
 - k. Student Representatives
2. In order to understand the PTSO and present information to both groups, such Representatives are requested to attend both regular PTSO meetings the meetings of their home group on a regular basis. If a Representative is unable to attend a meeting of the PTSO, that Representative is requested to try to find an alternate from his/her own group.
3. Representatives are encouraged to present information from their home groups at PSTO meetings and are encouraged to transmit information about their groups to the PTSO Communications Sub-Committee for wide distribution to most Woodson families. Such information should be sent to either the WE-Mail Editor for transitory information or to the Newsletter Editor if the information is of long-term interest.
4. Representatives are requested to have in place methods to transmit time-sensitive information from the PTSO throughout their home group.
5. All requests for funding from a non-PTSO group shall be submitted to the PTSO for consideration as a Funding Request.
6. At PTSO meetings, Representatives are expected not to advocate just for their own child or present their personal views but rather to present the viewpoint of the groups that designate them as liaisons. If it is necessary and appropriate for a Representative to present a personal opinion, that fact is to be stated to the PTSO meeting.
7. Representatives may but do not have to be PTSO members. Representatives who are not members may not vote at PTSO meetings.

DRAFT

PART VII: Financial Administration

A. Conflicts of Interest

1. As a volunteer organization, no member of the PTSO shall receive compensation for skills or services rendered to the PTSO or at any PTSO-sponsored activity.
2. In accordance with the PTSO Conflict of Interest Policy and current IRS regulations, each Officer, Committee Chair, Liaison to another group, and Member with check signatory authorization shall annually sign a statement which affirms such person:
 - a. Has received a copy of the conflicts of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

B. Budget. Upon approval of the Board, the budget described in Article V, Section 6. e. of the Bylaws will be used as a working budget by the Board.

C. Banking.

1. The Treasurer shall maintain separate checking accounts at the Chevy Chase Bank for the General Fund, Cavalier Cruise and Scrip committees.
2. Two signatures shall be required on all PTSO checks.
3. Signatory authority is limited to:
 - a. General PTSO accounts: The Treasurer shall register his/her and the President's and Vice President's signatures
 - b. Cav Cruise Account: _____
 - c. Scrip Account: _____
4. For the purpose of deposit and for the purpose of collection for that account of the PTSO, checks, drafts, and other orders of the PTSO may be endorsed, assigned, and delivered on behalf of the PTSO by any Officer of the PTSO.
5. When authorized, purchases are made for which the PTSO is to be billed:
 - a. A disbursement request form shall be completed, signed, and forwarded to the treasurer with the bill within 10 days of receipt of the bill.
 - b. If the purchase was paid by the member, the receipts and disbursement from shall be sent to the treasurer within 30 days.
6. When monies are available, the Board may authorize and shall determine the method of selection of attendees to workshops, conferences, and conventions. Expenses may be reimbursed as follows;
 - a. Travel - (\$0.30 per mile)
 - b. Meals - Maximum of (\$30 per day, Breakfast \$7, Lunch \$9, Dinner \$14). Receipts are required.
 - c. Hotel - Rate for one-half of a double room at the hotel for the PTSO function.
 - d. Parking/Tolls - Paid, receipts required.

**Adopted at the _____ (date) meeting of the W. T. Woodson PTSO
_____ (board or general membership).**